

User guide to Natural HR for employees

This HR system is used to

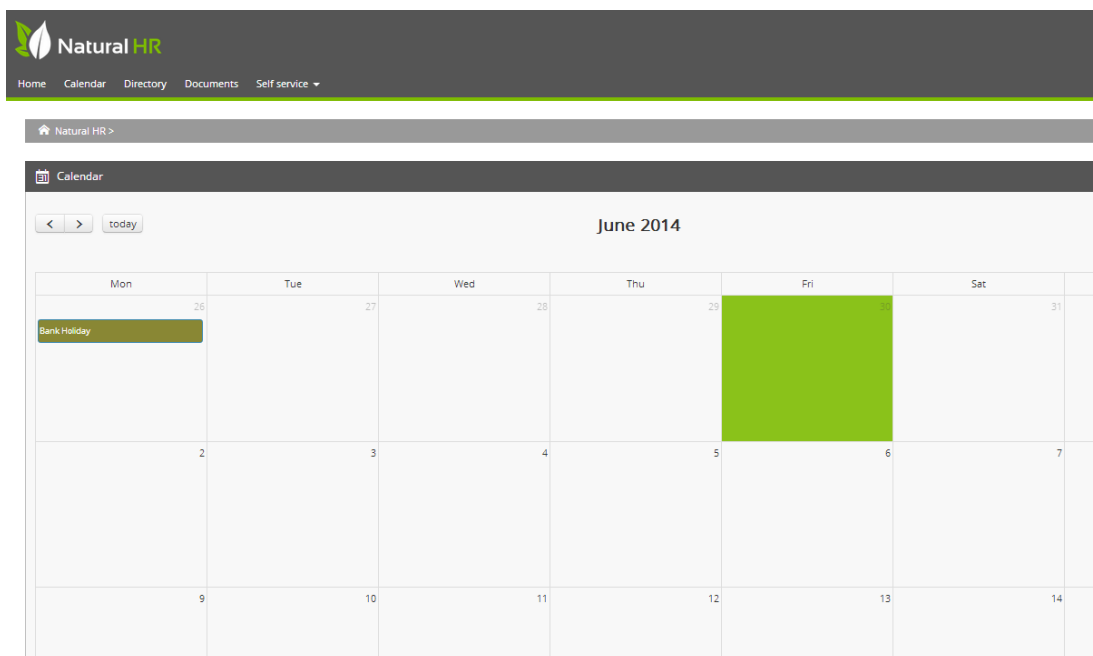
- request time off for holidays,
- complete timesheets,
- fill in sickness days
- Can download sickness certification form
- View employee handbook
- Your review, goals and training needs (when available)

www.rdanpharmacy.co.uk/employee.

Click on **Natural HR**

Login at top right-hand corner with email address and password provided. You can change your password to something memorable

Home page is shown below.



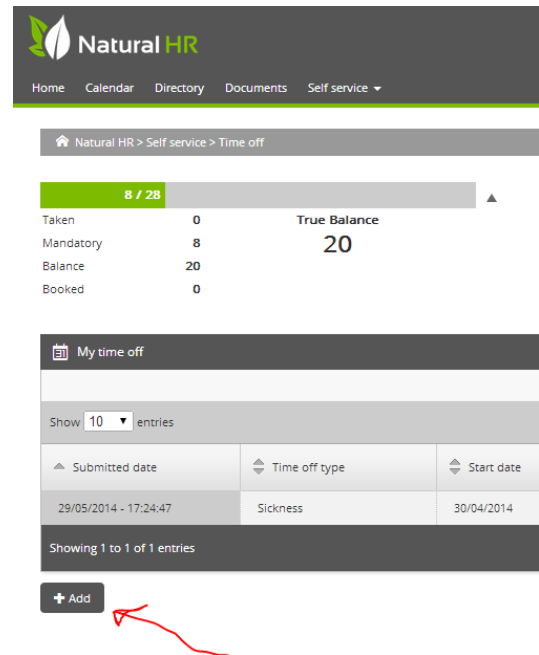
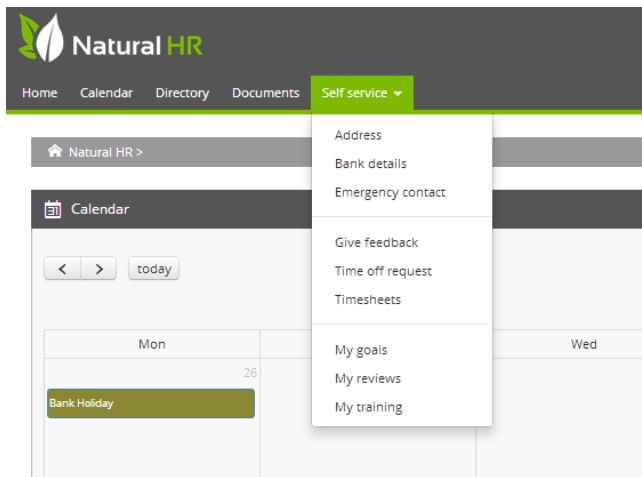
Documents:

Here the company has loaded some documents that are relevant such as:

- Employee handbook (for reference)
- Sickness self certification form (to be completed if you are off sick for less than 4 days consecutively)
- Sickness form for SSP payment (to be completed if you are off sick for 4 or more days consecutively)

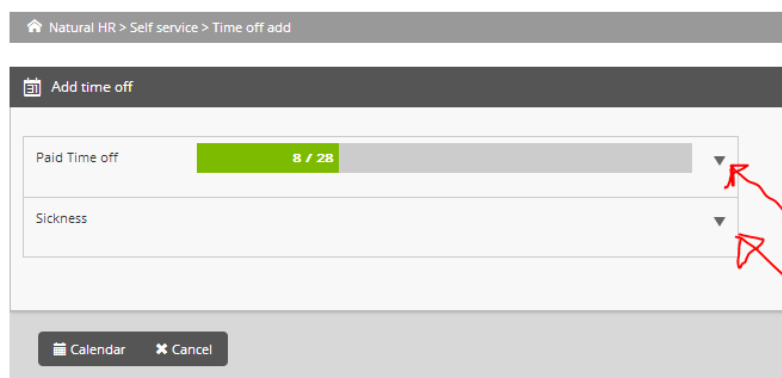
Note: If you are off sick, kindly complete the days of sickness under: self service – timeoff request – sickness.

Self service:

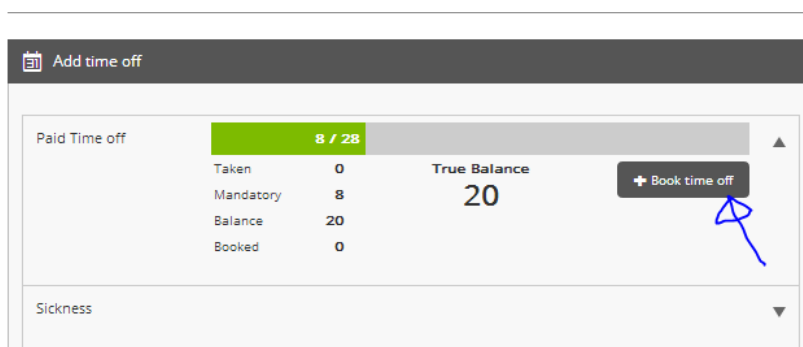


1. Holidays and sickness absence: (the 8 days showing as mandatory are bank holidays)

Click on **time off request** above. Then click on **add** as pointed by the red arrow above.



Choose the time off request type by selecting the arrow shown by red arrow.



Click on **book time off**.

Add time off

Paid Time off: 8 / 28

Taken	0	True Balance	20
Mandatory	8		
Balance	20		
Booked	0		

Start: End: Days:

Comments:

Sickness

Fill in the dates you are requesting for holidays, **calculate duration** and then **submit**. This will come through to your line manager for approval.

The same procedure should be followed for sickness, if you have been absent due to sickness.

Always check the calendar before requesting time off to ensure that a colleague is not off on the same day you want to request your day off.

2. Timesheet

Click on **timesheets** from the drop down menu on **self service**. Then click on add to complete your time sheet.

Note: timesheets must be completed at the end of the working week. For the last week up to 27th of every month has to be completed by 25th of every month so that your timesheet can be processed on time for your salary on 27th. Any timesheet for the period 25th to 27th received after 25th of every month cannot be processed on that month.

e.g. Timesheet for up to June 27th has to be received by 25th of June that means you can fill the 26th and 27th June in advance. If you are off sick in these dates you have to fill in the sickness request form and notify your line manager.

Natural HR > Self service > Timesheets

Timesheets

Show 10 entries

Week beginning	Date submitted
26/05/2014	30/05/2014 - 15:51:45

Showing 1 to 1 of 1 entries

Click on **add** to complete your timesheet.

1. choose the **week beginning** from the dropdown menu
2. enter start time and finish time in 24hr format as 4 digits for all the days worked e.g. **1000**(start) and **1800**(finish)
3. enter break in minutes e.g. **60** (for 60 minutes break)
4. Tick **declaration box**
5. click **calculate total**

6. click **submit**

The time sheet will come through to your line manager for approval. (**Do not click save**, if not the timesheet will be in draft format) and it will not come through to your line Manager.

The screenshot shows a timesheet form with the following fields and annotations:

- Week beginning:** A dropdown menu with "Please choose" selected. A blue arrow points to it.
- Reference:** An empty text input field.
- Start:** A time input field with a question mark icon. A blue arrow points to it.
- Finish:** A time input field with a question mark icon. A blue arrow points to it.
- Breaks:** A time input field with a question mark icon. A blue arrow points to it.
- Total:** A time input field with a question mark icon.
- Days of the week:** Rows for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Each row has input fields for Start, Finish, Breaks, and Total.
- Declaration:** A checkbox with the text "I verify this timesheet is a true and valid representation of the hours I have worked and breaks I have taken and that all the information I have provided is accurate to the best of my knowledge". A blue arrow points to it.
- Buttons:** At the bottom, there are four buttons: "Calculate total", "Save", "Submit", and "Cancel". A blue arrow points to the "Submit" button.

My goals, My reviews and My trainings: all these are viewable if any information has been entered.